



Cook County Government

New/Replacement Vehicle Request Form

Please submit all vehicle requests to: **Vehicle Steering Committee**
118 N. Clark St., Room 801
Chicago, IL 60602

All the following questions must be answered as part of the vehicle request.

Department:	Business Unit:
Contact Name:	Phone Number:
Email:	

Type of Vehicle Request

Passenger Sedan	SUV	Specialty/Other _____
Passenger Van	Law Enforcement	
Cargo Van	Truck	
Purchase	Lease	If leased, for how many years?
Quantity:	Estimated Cost of Vehicle:	Estimated Total Cost:
What is the intended use of the vehicle?		

Justification

Replace Vehicle	New Vehicle Add <i>Must provide justification below</i>
Will the vehicle require special equipment?	Yes No
<i>If yes, please describe equipment and it's purpose.</i>	

Pool Vehicle	Assigned Take Home	<i>If assigned, please complete the questions below</i>
Is this vehicle already assigned?	Yes No	
Name of person assigned to:	Title of person assigned to:	



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Has the Vehicle Steering Committee approved the take home assignment?	Yes	No
What will be this vehicle's daytime parking location?		
What will be this vehicle's overnight parking location?		

List of Vehicles Being Replaced

Year	Make	Model	Plate Number	VIN #	Odometer

Type of Funding

Capital	Corporate	Grant	Name of Grant:
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Decision of the Cook County Vehicle Steering Committee:

Approved Denied

This stamp confirms the VSC approved this request.